

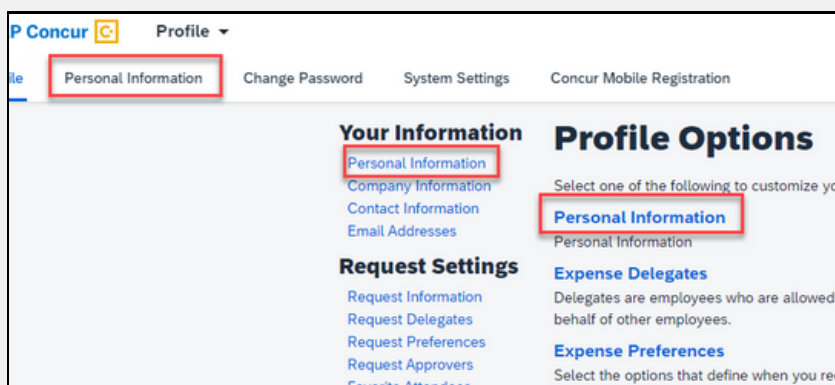
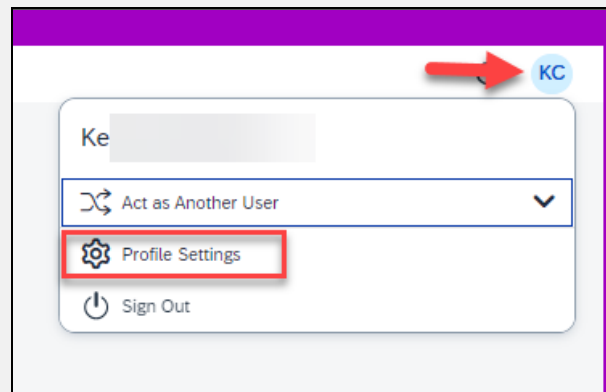


How to set up your profile in Concur

Before using Concur, you should review and update your profile information.

1 – To update your profile, log into Concur and click the **blue circle** with your initials in the top-right corner of the page.

2 – Then click **Profile Settings**.



3 – Click the tab **Personal Information** or the blue text **Personal Information**.

You'll see a page with different sections. This is your profile information. Some sections are already filled in with information you need to confirm is correct. Some sections need to be filled in.

4 – Under the section **Personal Information**, confirm that your name matches the name on the photo identification that you'll show at the airport. To update this information, please contact the Division of Human Resource Management.

My Profile - Personal Information

Jump To: Personal Information Choose

Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator.

Fields marked **[Required]** and **[Required**]** (validated and required) must be completed to save your profile.

Title	First Name	Middle Name	Preferred Name	Last Name	Suffix
<input type="text"/>	<input type="text" value="Kel"/>	<input type="text" value="Di"/>	<input type="text"/>	<input type="text" value="C"/>	<input type="text"/>

Company Information

Employee ID

5 – Confirm that your work and home addresses are correct.

This information is used when you calculate mileage in a reimbursement request or p-card reconciliation.

Work Address

Company Name

Street

City State/Province

Postal Code Country/Region

Save

Home Address

Street

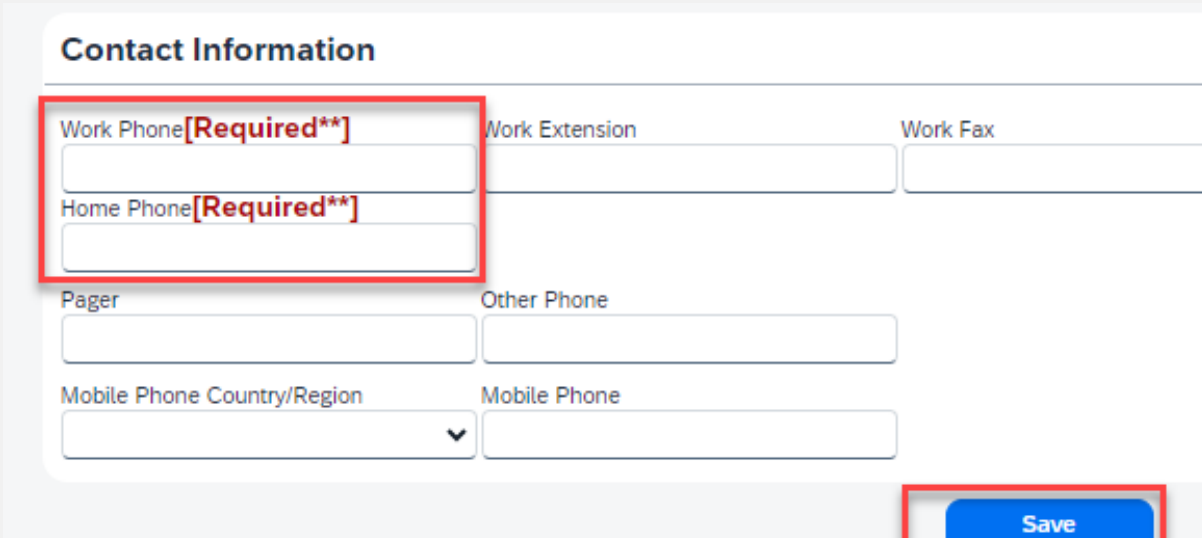
City State/Province

Postal Code Country/Region

Save

6 – Under the section **Contact Information**, enter your work phone number in the **Work Phone** field. Enter your home or mobile phone number in the **Home Phone** field.

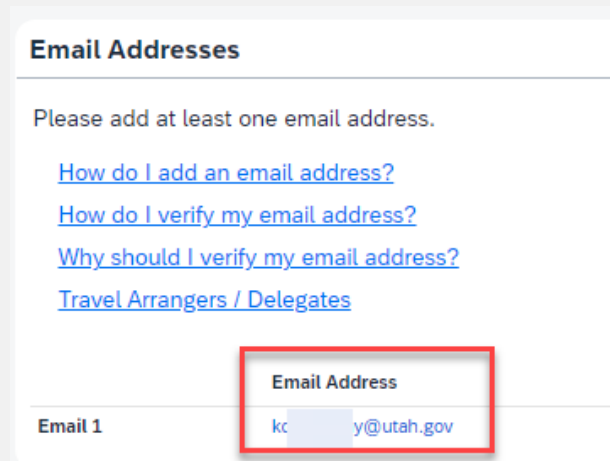
7 – Click the blue button **Save**.



The image shows a 'Contact Information' form. It has several input fields: 'Work Phone [Required**]', 'Work Extension', 'Work Fax', 'Home Phone [Required**]', 'Pager', 'Other Phone', 'Mobile Phone Country/Region' (a dropdown menu), and 'Mobile Phone'. A red rectangular box highlights the 'Work Phone' and 'Home Phone' fields. Another red rectangular box highlights a blue 'Save' button at the bottom right of the form.

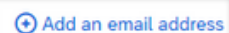
Your phone numbers are used only if the travel management company needs to contact you about your booking or travel details.

8 – Under the section **Email Addresses**, confirm that your state-issued email address is listed under **Email Address**.



The image shows the 'Email Addresses' section. It includes a heading 'Email Addresses', a message 'Please add at least one email address.', and four links: 'How do I add an email address?', 'How do I verify my email address?', 'Why should I verify my email address?', and 'Travel Arrangers / Delegates'. Below this is a table with one row. The first column is labeled 'Email 1' and the second column is labeled 'Email Address'. The email address 'kc@utah.gov' is listed in the 'Email Address' column. A red rectangular box highlights the 'Email Address' column header and the email address 'kc@utah.gov'.

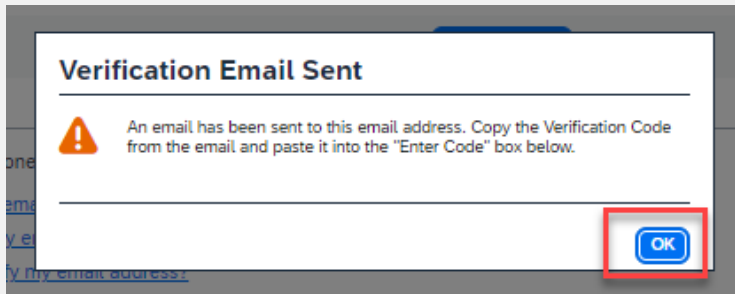
You can click the small blue text **Add an email address** if you'd like to add up to 2 more email addresses. Concur notifications will be sent to all the emails listed in this section.



A small blue button with a plus icon and the text 'Add an email address'.

9 – Click the small blue text **Verify** in the email line.

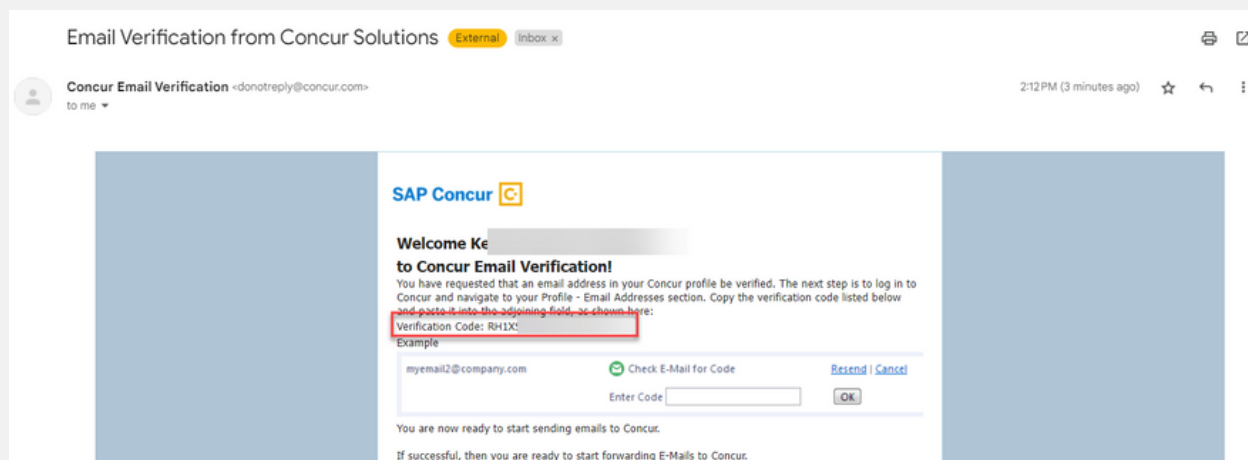
If you added more email address, you need to click **Verify** next to each email address.



10 – A pop-up screen will appear. Read it, and click the blue button **OK**.

11 – Go to your email inbox to get the verification code.

If you added multiple email addresses, each verification code goes only to the email address associated with verify button you clicked. So make sure you're checking the right email inbox.



12 – Copy the verification code from the email and paste it into the **Enter Code** box.

13 – Click the blue button **OK**.

Email Address	Verify
Email 1 kd	Check email for code Resend Cancel Yes

Enter Code

OK

14 – A pop-up screen will appear, saying your email address has been verified. Click the blue button **OK**.

Email Verification Status

Your email address has been verified.
You may now send receipts to Concur by emailing receipts@concur.com

OK

An email address can only be associated with 1 Concur profile, so delegates shouldn't enter their own state email addresses in another user's profile.

Emergency Contact

Name Relationship

Street ☒ Address same as employee

City State/Province Postal Code

Country/Region Phone Alternate Phone

United States of America

Save

15 – If your agency requires it, fill out the information under the section **Emergency Contact**, and click the blue button **Save**.

16 – Under the section **Travel Preferences**, you can fill out as much as you'd like. This section is optional.

The screenshot shows the 'Travel Preferences' section of a booking interface. It includes several sub-sections: 'Eligible for the following discount travel rates/fare classes' with checkboxes for AAA/CAA, Government, Military, and Senior/AARP; 'Air Travel Preferences' with dropdowns for Seat, Seat Section, Special Meals, and Ticket Delivery, and a text field for Preferred Departure Airport; 'Hotel Preferences' with dropdowns for Room Type and Smoking Preference, and checkboxes for amenities like gym, pool, and room service; 'Accessibility Needs' with checkboxes for wheelchair and blind access; 'Car Rental Preferences' with dropdowns for Car Type, Smoking Preference, and Car Transmission, and checkboxes for GPS and ski rack; and 'Frequent-Traveler Programs' with a table for listing programs. Annotations a-f point to specific elements: 'a' points to the discount eligibility checkboxes, 'b' points to the Air Travel Preferences section, 'c' points to the Preferred Departure Airport field, 'd' points to the Accessibility Needs checkboxes, 'e' points to the Car Rental Preferences section, and 'f' points to the 'Add a Program' button in the Frequent-Traveler Programs section.

Travel Preferences Go to top

Eligible for the following discount travel rates/fare classes **a**

☐ AAA/CAA ☐ Government ☐ Military ☐ Senior/AARP

Air Travel Preferences **b**

Seat: Seat Section: Special Meals: Ticket Delivery:

Preferred Departure Airport **c** Other Air Travel Preferences Medical Alerts

Hotel Preferences **c**

Room Type: Smoking Preference: ☐ Foam pillows ☐ Rollaway bed ☐ Crib

I prefer hotel that has:

☐ a gym ☐ a pool ☐ a restaurant ☐ room service ☐ Early Check-in

Accessibility Needs **d**

☐ Wheelchair access ☐ Blind accessible

Car Rental Preferences **e**

Car Type: Smoking Preference: Car Transmission: ☐ In-car GPS system ☐ Ski rack

Message to Car Rental Vendor

Frequent-Traveler Programs **f**

Your Frequent Traveler, Driver, and Hotel Guest Programs

[+ Add a Program](#)

No programs defined

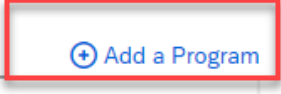
a – Check the box that applies if you're eligible for a discount travel rate or fare class.

b – Complete your airfare preferences.

c – Complete your hotel preferences.

d – Check the box if you need wheelchair access or blind accessibility.

e – Complete your rental car preferences.

f – Click the small blue text **Add a Program**,  if you have a frequent traveler program you want to add.

16f – If you clicked **Add a program**, a pop-up screen will appear.

ences Go to top

following discount travel rates/fare classes

Government Add Travel Programs - Google Chrome

concurrency.com/profile/TravelProgramEditor.asp?userID=gWvDPv0\$7ICc9Frasg\$syIEMh7sk9n\$skfcPO0&setID=gWuva1pTKAlpA\$TAJM...

Add Travel Programs

i Please enter programs EXACTLY as they appear on your card, excluding spaces and dashes. Do not add any additional characters. Do not include the carrier code. If you enter a program incorrectly, you will get a profile error from the reservation system. For example, if your card is printed "AA12345" or "John Doe/12345", your program number is "12345".

The page allows you to enter up to 5 travel programs. **ii** First, select the type of program (carrier, car rental, or hotel). Then, select the name of the company from the adjacent list. Finally, **iii** enter the program number (frequent traveler number).

1	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Air/Rail Carrier Select a carrier	Frequent Traveler / Driver/ Guest Number	Search this vendor <input checked="" type="checkbox"/>
2	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Air/Rail Carrier Select a carrier	Frequent Traveler / Driver/ Guest Number	Search this vendor <input checked="" type="checkbox"/>
3	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Air/Rail Carrier Select a carrier	Frequent Traveler / Driver/ Guest Number	Search this vendor <input checked="" type="checkbox"/>
4	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Air/Rail Carrier Select a carrier	Frequent Traveler / Driver/ Guest Number	Search this vendor <input checked="" type="checkbox"/>
5	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Air/Rail Carrier Select a carrier	Frequent Traveler / Driver/ Guest Number	Search this vendor <input checked="" type="checkbox"/>

Save Cancel

i – Select the circle that applies to the program you want to enter: Air/Rail, Car Rental, or Hotel.

ii – Select the vendor that the rewards program applies to.

iii – Enter your associated number.

Leave the **Search this Vendor** boxes checked for best results.

When you're done adding programs, click the blue button **Save**.

You should now be back to the profile information page where you can continue filling out your profile information. The next section is labeled **Unused Tickets**. This section populates if you cancel a trip after you already bought a ticket and the ticket is never used.

17 – The next section is **TSA Secure Flight**. This section is also optional. Fill out this section if you have a Transportation Security Authority (TSA) DHS Redress Number or TSA PreCheck number.

TSA Secure Flight

The Transportation Security Authority (TSA) requires us to transmit information collected from you. Providing information you may be subject to additional screening or denied transport or authorization. TSA may share information you provide intelligence agencies or others under its records notice. For more on TSA privacy policies or to view the records notice see the TSA's web site at WWW.TSA.GOV

Gender [Required] ☐ Male ☐ Female **Date of Birth (mm/dd/yyyy) [Required]** **DHS Redress No.** **TSA Pre✓ Known Traveler Number**

18 – Under the section **International Travel: Passports and Visas**, leave the box **I do not have a passport** checked, if you don't have a passport. If you do have a passport or visa, click the small blue text **Add a Passport** or **Add a Visa**.

International Travel: Passports and Visas [Go to top](#)

Adding your passport information to your profile will allow us to include it in your reservations. Having this information in your reservation can make international travel a little easier.

Passports

☒ I do not have a passport [+ Add a Passport](#)

International Visas [+ Add a Visa](#)

[Save](#)

19 – If you clicked **Add a Passport** or **Add a Visa**, a box will appear. Fill in your information, and click the blue button **Save**.

International Travel: Passports and Visas [Go to top](#)

Adding your passport information to your profile will allow us to include it in your reservations. Having this information in your reservation can make international travel a little easier.

Passports

☒ I do not have a passport

Add a Passport

Passport Nationality Passport Number Passport Date Issued (mm/dd/yyyy)

Passport Expiration (mm/dd/yyyy) Passport Place Issued (City, State) Passport Place Issued (Country/Region)

International Visas

Add a Visa

Visa Nationality Visa Type Visa Number Visa Expiration

Visa Nationality Visa Type Visa Number Visa Expiration (mm/dd/yyyy)

[Save](#)

20 – The next section is **Credit Cards**. This section is optional. Click the small blue text **Add a Credit Card** if you'd like to add a credit card.

Credit Cards [Go to top](#)

You currently have the following credit cards saved with your profile.

[+ Add a Credit Card](#)

You currently have no credit cards saved.

21 – If you click **Add a Credit Card**, a pop-up screen will appear. Fill in all the information and click the blue button **Save**.

Concur Mobile Registration

international travel

Passports

☒ I do not have a passport

Add a Passport

Passport Nationality

Passport Expiration (MM/YY)

International

Credit Cards

You currently have no credit cards saved.

[Go to top](#)

Add a Credit Card - Google Chrome

concursolutions.com/profile/CreditCardEditor.asp?ulID=gWtg2Hf3ehZbTI6ysf8LZVSKEQydbGTUnk&slD=gWtiwz...

Add a Credit Card

Enter the appropriate information for the credit card you'd like to use below. Use the "Display Name" field to label the card so you can easily identify and select it when using features that require a credit card transaction.

* Required

Display Name (e.g., My Corporate Card) * Your name as it appears on this card *

Card Type * Credit Card Number * Expiration Date * 11 2023

Use this card as the default card for:

☐ Plane Tickets ☐ Rail Tickets ☐ Car Rentals ☐ Hotel Reservations

Billing Address

Enter the billing address for this credit card below. If this is a personal credit card, the billing address will typically be your home address. If it's a company card, the billing address might be your company address. The billing address must be the address where the bills for this card are currently delivered, not where you would prefer they be delivered. This information is used to verify your identity during credit card transactions. Your credit card may be declined if your billing address is inaccurate. Billing Addresses longer than 30 characters may cause certain Airlines (Direct Connects and Web Bookings) to decline your credit card. Please abbreviate long addresses if possible.

Street * City * State * None Selected Zip/Postal Code *

Country/Region * United States of America

Tip: If you complete your personal profile, we'll fill in this address information for you each time you add a new card.

Cancel Reset **Save**

22 – After you click **Save**, you should see your credit card listed in the window under the section **Credit Cards**. Click the blue button **Save**.

Credit Cards

You currently have the following credit cards saved with your profile.

You currently have no credit cards saved.

Save